



Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006
Venue: Central Ground, IGDTUW Kashmere Gate Campus

Guidelines for Second Convocation

All the eligible students invited for attending convocation are advised to take note of the following important instructions for necessary information and compliance:

- A. Prior Intimation:** The students as per list notified on the University website, who wish their Degrees conferred “in person” are required to registered themselves on the link www.igdtuw.ac.in----->Examination----->Exam Portal----->Convocation2019,IGDTUW or [http://examination.igdtuw.ac.in/Examination v2/users/convo login](http://examination.igdtuw.ac.in/Examination_v2/users/convo_login) to submit Consent latest by **15.11.2019 (05:00 p.m.)** positively, failing which the Degree/ Exemplary Performance Certificate and Plaque/ Certificate of Merit and Gold Medal would be conferred “in-absentia”.
- B. In Case of in-absentia, there will be two options (You have to choose any One)**
1. My Parents/Spouse will attend the Convocation on my behalf and I am paying the requisite fee through online mode i. e **Rs. 500/- (Rupees Five Hundred only)** SBI Collect on the above mentioned website link.
 2. I am unable to attend the Convocation but I am paying the requisite fee through online mode i. e **Rs. 1000/- (Rupees One Thousand only)** SBI Collect on the above mentioned website link to collect my Degree through post on my address (**Which is entered by me through Registration Portal**).
- C. Admit Card/Acknowledgement Slip:** The Admit card/Acknowledgement slip will be generated after registration. Students without proper ‘Admit Card/Acknowledgement Slip’ will NOT be allowed to attend the Convocation.
- D. Students are advised to remain standing at the following Occasions**
1. At the time when the members of the academic procession enter the Convocation Hall/Convocation Venue and till they take their seats.
 2. At the time when the Hon’ble Vice-Chancellor/Registrar/Dean(Exam Affairs) make the following announcement and reads the citation: “ Let the Candidates for the various degrees be presented”
 3. At the time when the Hon’ble Vice-Chancellor makes the following announcement: “Let the Oath be administered” (All the Candidates will rise in their seats and keep standing till the Oath is administered).


6/11/19

4. At the time of National Anthem.

5. At the time when the academic procession departs and leaves the Convocation Venue.

E. Reporting for Convocation: Convocation will be held in 'Convocation Pandal' on 27th November 2019 at 10.30 A.M. for which students must report at the respective "Attendance Counter" established in the University on 27th November 2019 at 08.00 a.m. and get their seat number in the 'Pandal' allotted.

F. Convocation Gowns: All the students will **compulsorily** wear gowns, which will be available on hire from the "Gown Counters" established in the University on 26th November, 2019 at 02:00 P.M. The gowns will be issued against deposit of **Rs.500** per gown as Security (refundable). The hire charges @ **Rs.100** per gown will be deducted when the gowns are deposited back after the Convocation at the Gown Counter. If the Gowns are not deposited by 03:00 P.M. on 27th November 2019, full security charges will be forfeited. For smooth conduction of Convocation, gown must be collected from "Gown Counters" on 26th November, 2019 at 2.00 p.m. **All the Scholars, Exemplary Performance students and Gold medalists must collect the Gown, failing which they would not be allowed to attend the Convocation.** The students will occupy their allotted seats strictly as per "Seats Allocation". *For seating plan and any changes in the instructions please visit University Website regularly.*

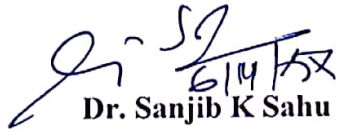
G. General Instructions:

1. Parent/Spouse may accompany the student. Details of the same along with **their photographs** are to be submitted in above mentioned Registration portal latest by 15th November 2019 (05:00 P.M.) to ensure necessary seating arrangements.
2. Students are requested not to bring any brief case, bag, Camera, mobile phone, any electronic gadgets, matchbox, water bottle and eatables inside the University. Students are advised to make their own arrangements for safe custody of their belongings as the University will find it difficult to arrange the same.
3. Due to security reason in the University Campus, vehicles would not be allowed inside the University Campus.
4. For any other information or any change please visit University Website regularly.

Handwritten signature and date: 6/11/19

H. Help-Desk Number

Any other queries related to degrees, merit certificate and any spelling corrections related to name, father's name and enrollment no please contact: Examination Division 011-23900260 or emailed : sanjibkumarsahu@igdtuw.ac.in



Dr. Sanjib K Sahu

Dy. Controller of Examination